

INSTRUCTIONS FOR SUBMITTING SENIOR PROJECT FRESH/MARKET FRESH COUPONS FOR REIMBURSEMENT

1. **COUPONS ARE DUE TO THE STATE OFFICE ON AGING NO LATER THAN NOVEMBER 17, 2017.**
2. Your reimbursement will come from the State Budget Office. Please note:
 - a. You must be registered as a vendor with the State.
 - b. The quickest payment method is Electronic Funds Transfer (EFT). Paper checks may take 1 week longer than EFT payment.
 - c. The State Budget Office does not issue payments during the last week of September through the middle of October, due to the end of the fiscal year and close outs.
 - d. The State Budget Office may be short staffed during December due to the holidays.
3. **DO NOT SUBMIT WIC BATCH COVER SHEETS.** WIC Project FRESH uses different Market Master numbers and different Batch Cover Sheets. Please use the Batch Cover Sheet that is in this packet.
4. Secure the coupons together with a rubber band, string, or other device that will hold them together in a bundle. You may bundle in whatever quantity works for you.
5. **DO NOT WRAP** a batch cover sheet with coupons. **Use one batch cover sheet per box or envelope.**
6. Send your coupons to: Senior Project FRESH/Market FRESH, Aging and Adult Services, 333 S. Grand Ave. 4th Floor, Lansing MI 48933.
7. We encourage you to send coupons in for reimbursement on a regular basis during the season. If you wait and send them all at the end, there could be a delay in your reimbursement.
8. PLEASE submit all coupons that you collect. We use the mailed in coupons to calculate the redemption rate of coupons for the state as well as each county. Even 1 coupon can make a difference! So please send them all in.
9. **Please note** that you are responsible for keeping proof that coupons were mailed to AASA. You should save a copy of each Batch Cover Sheet, as well as get proof from the Post Office or shipper that they received your envelope/box and processed it. If you feel you have not received payment, please contact AASA immediately.

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